

COUNTY OF PLACER CIVIL SERVICE COMMISSION

**November 13, 2000
MINUTES**

CIVIL SERVICE COMMISSION

SYLVIA BESANA
RICHARD COSTIGAN, III,
RON LE DOUX, Vice Chair
WILLIAM STOCKWIN
JAMES WEBBER, Chair

Nancy Nittler, Personnel Director
Carol Braun, Executive Secretary

Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA

5:10 PM ROLL CALL: Meeting was held in Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA., with all Commissioner's present. Chairman Webber presiding.

CLOSED SESSION:

5:15 PM Review of Recommended Merit Increases
Labor Negotiations Update

OPEN SESSION - 5:30 PM

- I. **CLOSED SESSION REPORT:** Chairman Webber announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by LeDoux and seconded by Costigan that the merit increases be approved as recommended by the departments. Motion carried unanimously.
- II. **AGENDA APPROVAL:** It was moved by Costigan and seconded by Besana to approve the agenda, with the exception of item VI B.2. which was removed at the request of the department. Motion carried unanimously.
- III. **MINUTES OF PREVIOUS MEETING:** Moved by Besana and seconded by Stockwin that the minutes of October 16, 2000 be approved. Motion carried unanimously.
- IV. **PUBLIC COMMENTS:** - None

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. Classification Specification Revision/New Classification Specifications

1. Child Support Services

It was moved by Costigan and seconded by Besana to approve title changes to six classifications with the classified service specific to the soon to be established Department of Child Support Services as listed in the staff memo. No changes to the minimum requirements or the salary ranges of these classifications: Motion carried unanimously.

B. Reclassification Request

1. HHS

It was moved by LeDoux and seconded by Costigan to approve the reclassification of one Departmental Systems Analyst, range 44.0 to Senior Departmental Systems Analyst, range 46.0. Motion carried unanimously.

C. Retroactive Work-Out-Of-Class

1. HHS

It was moved by Besana and seconded by LeDoux to approve retroactive work-out-of-class for Jet Black, Animal Control Officer II, beginning August 17, 2000. Motion carried unanimously.

D. Affirmative Action Plan Update

It was moved by LeDoux and seconded by Besana to approve the updated plan effective January 1, 2001 through December 31, 2001. Motion carried unanimously.

E. Work Out of Class Pay

It was moved by Costigan and seconded by Stockwin to approve the work out of class pay as listed in the staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE: As an information item only, the Commission was advised of the leaves of absence approved by Nancy Nittler, Personnel Director.

VIII. COMMUNICATIONS

A. Provisional Appointments – None

B. Staff Reports and Correspondence

1. Update on status of hiring Legal Counsel


Director Nittler announced that eleven firms have been sent letters. Responses are due back November 15, 2000, at which time a paper screening will be conducted to determine finalist for interviews.

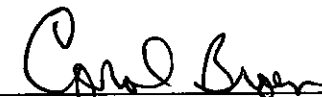
2. Performance Evaluation System Study

Director Nittler informed the Commission that we have entered into an agreement with a consultant to update our process and forms. Data collection will begin within the month and a countywide focus group will be formed.

IX. ADJOURNMENT: There being nothing further to come before the Commission the meeting was adjourned. The next regular meeting will be held at 5:30 pm, on Monday, December 11, 2000, in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, CA.

PLACER COUNTY CIVIL SERVICE COMMISSION



JIM WEBBER
CHAIRMAN

CAROL BRAUN
EXECUTIVE SECRETARY